

San Bernardino LAFCO **GIS ANALYST**

San Bernardino LAFCO is seeking a full-time GIS Analyst. The official title is Analyst – GIS/Database Management. The job description for this position is on the second page.

WHAT IS LAFCO?

Local Agency Formation Commissions (LAFCOs) are local agencies mandated by the State to (1) Encourage the Orderly Formation of Local Governmental Agencies, (2) Preserve Agricultural Land Resources, and (3) Discourage Urban Sprawl.

LAFCOs are responsible for coordinating logical and timely changes in local governmental boundaries, conducting special studies that review ways to reorganize, simplify, and streamline governmental structure. The Commission's efforts are directed toward seeing that services are provided efficiently and economically while agricultural and open-space lands are protected.

To learn more about San Bernardino LAFCO visit <http://sbclafco.org/>

SALARY AND BENEFITS

This is an at-will position with a salary range of \$59,592 to \$80,912.

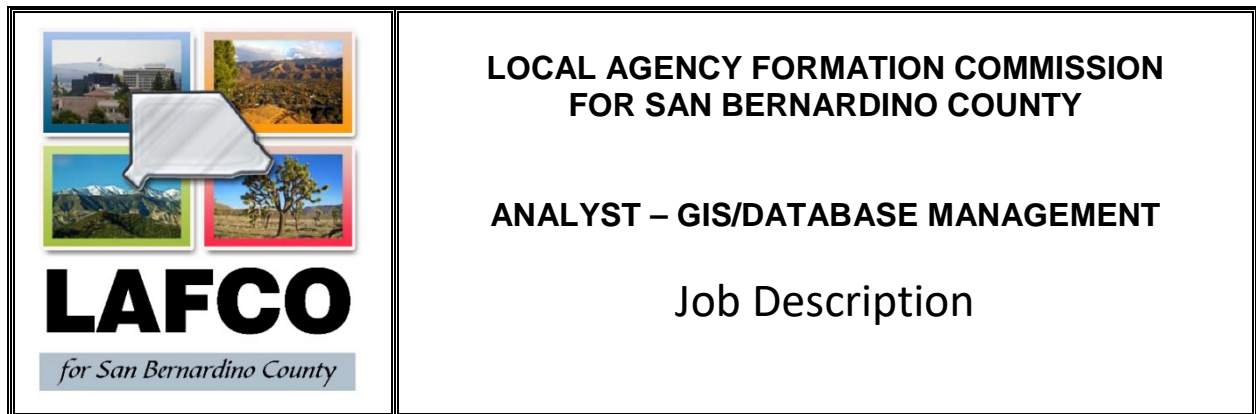
LAFCO offers a generous benefits package to include:

- **Alternative Work Schedule** – Employees work nine days over two weeks for 80 hours, with the office closed every other Friday. Partial telecommuting is an option.
- **Retirement** – Membership in the San Bernardino County Employees Retirement Association
- **Deferred Compensation** – 401(k), 457, Retirement Medical Trust Fund
- **Insurance** – Health, Dental, Vision Coverage
- **Lifestyle** – Gym Subsidy
- **Leave** – Vacation, Administrative, Holidays, Sick, and Paid Holidays
- **Medical Reimbursement Plan**
- **Life Insurance**
- **Tuition Assistance**

HOW TO APPLY

To apply, submit a cover letter, resume, and three references (who will not be contacted until the final stage) to Michael Tuerpe at mtuerpe@lafco.sbcounty.gov. Submission of one combined attachment is acceptable.

This recruitment will remain open until filled. An initial review of applications will be performed on October 27, 2020 and will inform LAFCO's decision whether to close or extend the recruitment process. Once recruitment is closed, LAFCO will invite those determined to be most qualified to participate in one or more interviews. Any offers of employment will be subject to the completion of background checks.



THE JOB:

The Local Agency Formation Commission (LAFCO) for San Bernardino County is an independent agency established by State law to regulate boundaries for cities and special districts, to plan the ultimate service areas for all local agencies, and provide for service reviews of agencies within San Bernardino County. Under general supervision, perform a variety of activities and operations associated with Geographical Information Systems (GIS) and database development and maintenance, using standard GIS tools and other products. In addition, the position may be required to perform project support in the areas of research, data entry, writing, and website management.

DUTIES AND RESPONSIBILITIES:

Duties are primarily focused on GIS data and mapping utilizing standard GIS tools and utilities to create and maintain geodatabase layers and map production. The position also requires researching a variety of source documents to verify data accuracy and completeness, including the use of GIS software to geo-reference maps and generate standard GIS products, i.e. multi-layer data integration and analysis, demographic analysis, and other analytical reports. Work assigned involves proficiency in the use of standard GIS software, tools and utilities to carry out assignments. Other duties may include communication with other agencies or individuals to obtain research information. Provide proposal research and analysis on routine applications for jurisdictional change and/or out-of-agency service reviews. Assist in the preparation of research for reports and/or presentations to the Local Agency Formation Commission.

MINIMUM QUALIFICATIONS:

Bachelor's degree in GIS, geography, engineering, computer science or environmental science **OR** equivalent work experience which would have provided the required level of knowledge and abilities involving the use of standard GIS software, tools, utilities and other database applications. Must be somewhat familiar with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

SPECIFIC SKILLS:

Position requires excellent research and organization skills plus strong analytical skills. Position requires experience in using ArcGIS software and the use of other computer programs, i.e., spreadsheets, word-processing, database and program management software. Knowledge of website content management a plus.